

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 19, 2017	Agenda Item Number (For office use only)	1
Topic	Approval of Agenda		
Requested By (ACET member)	Various ACET members	Time Allotted	10 min
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting (name and title)	Various ACET members		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	Verbal discussion only.	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) review and revise the agenda as discussed.</p>		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p><u>Additions to the ACET agenda included:</u> <u>Board of Governors Retreat Debrief:</u> The Executive Team debriefed the September 17-18, 2017 Board of Governors Retreat. Suggestions were brought forward for consideration. <u>Request for a sub-committee presence for Amazon discussions:</u> C. Brulé will contact M. Gravel from the City of Ottawa to clarify and determine the most appropriate designate/representative on the Talent and Labour Force sub-committee to support the Amazon bid book being developed by Invest Ottawa. <u>October 16 Board of Governors Meeting Agenda Review:</u> The Executive Team reviewed the October 16 Board of Governors meeting agenda. Amendments will be incorporated as discussed.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 19, 2017	Agenda Item Number (For office use only)	2
Topic	Consent Agenda Items		
Requested By (ACET member)	Various ACET members	Time Allotted	10 min
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input checked="" type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (name and title)	Various ACET members		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	2.1 President's Awards for M. Plouffe, R. Lauzon, P. Sawyer and the ITS Events Team (S. Tait) 2.2 CTC 2017-18 Q-1 Report (D. Wotherspoon, K. Pearson) 2.3 AA24 Disruption to College Activities (C. Brulé)	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) approve the Consent Agenda items.		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>ACET Oct 04</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	2.1 This item was approved as submitted. 2.2 This item was approved as submitted. 2.3 This item was removed for discussion. Comments and suggestions were offered for consideration; this item will return to the October 04 ACET meeting for approval.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 19, 2017	Agenda Item Number (For office use only)	3
Topic	Information Only Agenda Items		
Requested By (ACET member)	Not applicable	Time Allotted	10 min
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting (name and title)	Not applicable		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	3.1 Alumni of Distinction Gala Information Package (L. Stanbra) 3.2 Innovation Centre Update (D. McNair) 3.3 Workday Project Update (C. Frederick) 3.4 BOG Report: First Quarter 2017-18 Business Plan Update (D. Wotherspoon) 3.5 Enrolment Update (M. Leduc, K. Pearson) 3.6 50 th Anniversary Update (S. Anderson)	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) receive the information items as submitted.		
ACET Decision	<input checked="" type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input checked="" type="checkbox"/> Referred to <u>L. Stanbra, C. Brule, E. Tyrie</u> (Group or Person) <input type="checkbox"/> Deferred _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	3.1 C. Jensen and S.Anderson to review the order of proceedings and provide feedback. 3.2 This item was received as submitted. 3.3 This item was removed for discussion. The Executive Team was provided with an update on the status of the Workday Project and a conversation held with Cathy Milazzo, (IBM). Next step suggestions were proposed; regular communications with the College community will be forthcoming. 3.4 This item was removed for clarification and discussion. Comments were provided for consideration. L. Stanbra and D. Wotherspoon will meet to discuss impact on Foundation reporting. E. Tyrie will follow up with ACET and provide a summary on the proposed changes. 3.5 This item was received as submitted. 3.6 This item was received as submitted.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST

Date of Meeting	September 19, 2017	Agenda Item Number (For office use only)	4
Topic	Business Arising		
Requested By (ACET member)	C. Jensen, President	Time Allotted	10 min
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (name and title)			
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted		
Recommendation (please provide ACET your recommendation requiring approval)	<p style="color: blue;">THAT the Algonquin College Executive Team (ACET) be briefed on any “Business Arising” items that are brought forward.</p>		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p style="color: blue;">No items were brought forward for discussion.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 19, 2017	Agenda Item Number	5
Topic	Board Presentation: First Quarter 2017-2018 Financial Projection		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	Time Allotted	30 min
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting <i>(name and title)</i>	G. Perry, Acting Director, Financial and Administrative Services E. Woods, Acting Manager, Financial Services		
Attachments <i>(as read-ahead material)</i>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	05.1 ACET Transmittal - First Quarter 2017-2018 Financial Projection 05.1.1 Appendix A - First Quarter 2017-18 Financial Projection 05.1.1.1 Appendix A Presentation - First Quarter 2017-2018 Financial Projection Sept 14, 2017.pdf 05.1.2 Appendix B - First Quarter 2017-2018 Compliance Schedule 05.1.3 Appendix C - Contingency Funds Report - June 30 2017 05.1.4 Appendix D First Quarter 2017-2018 Funded and Contract Activity by Area 05.1.5 Appendix E BOG Transmittal First Quarter 2017-2018 Financial Projection 05.1.6 Appendix F - First Quarter 2017-2018 Financial Projection BOG Version 05.2 BOG Transmittal Major Capital Projects 05.2.1 APPENDIX A - Major Capital Projects 05.3 ACET Transmittal - Five Year Capital Investment Plan v2 05.3.1 Appendix A Five Year Capital Investment Report_v3	
Recommendation <i>(please provide ACET your recommendation requiring approval)</i>	THAT the Algonquin College Executive Team (ACET) accepts the First Quarter 2017-2018 Financial Projection, the First Quarter 2017-2018 Compliance Schedule, the Contingency Funds Report, and the First Quarter 2017-2018 Funded and Contract Activity by Area reports as presented.		
ACET Decision	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>BoG Oct 16</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation <i>(completed during ACET meeting)</i>	These items were presented to the Executive Team for their review and comment. This information will be presented at the October 16, 2017 Board of Governors meeting as presented.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 19, 2017	Agenda Item Number (For office use only)	6
Topic	Board Presentation: Learner Driven Space Plan – Investment Case		
Requested By (ACET member)	L. Stanbra, VP, Student Services	Time Allotted	30 min
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (name and title)	L. Stanbra, VP, Student Services K. Pearson, Registrar P. Rouble, Associate Director, Physical Resources P. Gardner, Senior Finance Manager - Special Projects		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: information to be posted	06.0 ACET Transmittal Learner Driven Space Plan - Dry Run for BoG (Sept 19) 06.1 BOG Transmittal - Learner Driven Space.v3 06.2 Investment Case - Learner Driven Space.v34	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) approve the Learner Driven Space Investment Case for presentation to the Board of Governors on October 16, 2017.		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>BoG Oct 16</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	These Executive Team was presented with the Learner Driven Space Plan-Investment Case in preparation for the Board of Governors October 16, 2017 meeting. Comments and suggestions were shared for consideration. Further updates will be made to the document and L. Stanbra will provide to C. Jensen by September 29.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 19, 2017	Agenda Item Number (For office use only)	7
Topic	Board Presentation: Indigenous Gathering Circle (Courtyard Project) – Investment Case		
Requested By (ACET member)	R. D. McLester, Exec. Dir., Special Advisor to the President – Indigenous Initiatives	Time Allotted	30 min
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (name and title)	R. D. McLester, Exec. Dir. Special Advisor to the President – Indigenous Initiatives P. Gardner, Senior Finance Manager - Special Projects		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	07.0 ACET 19 Sept 2017 Transmittal Indigenous Gathering Circle - Dry Run for BoG.revised 07.1 BOG Transmittal - Indigenous Gathering Circle.revised 07.2 Investment Case - Indigenous Gathering Circle.v15 07.3 BoG Presentation Dry Run - Indigenous Gathering Circle presentation.revised	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) approve the Indigenous Gathering Circle (Courtyard Project) Investment Case for presentation to the Board of Governors on October 16, 2017.		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>BoG Oct 16</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	The Executive Team was presented with the Indigenous Gathering Circle (Courtyard Project) Investment Case in preparation for the Board of Governors October 16, 2017 meeting. Comments and suggestions were shared for consideration. Amendments will be incorporated as discussed.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 19, 2017	Agenda Item Number (For office use only)	8
Topic	Board Presentation: Employee Engagement Survey Results Presentation		
Requested By (ACET member)	C. Frederick, VP Human Resources	Time Allotted	30 min
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (name and title)	C. Frederick, VP Human Resources		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	08.0 ACET Transmittal and Exec Summary Employee Engagement Survey Results BOG (October 16) 08.1 BOG Transmittal_emp engagement_v2draft 08.2 BOG_emp engagement_101617draft	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) approve the presentation at the Board of Governors meeting on October 16, 2017.		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>BoG Oct 16</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	The Executive Team was presented with the Employee Engagement Survey Results in preparation for the Board of Governors October 16, 2017 meeting. Comments and suggestions were shared for consideration.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 19, 2017	Agenda Item Number (For office use only)	9
Topic	Evening & Weekend Parking Proposal for the Ottawa Campus		
Requested By (ACET member)	D. McNair, VP, Finance and Administration	Time Allotted	30 min
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting <i>(name and title)</i>	B. Brownlee, Director, Ancillary Services M. Lowrey, Marketing and Communications Manager, Ancillary Services R. Lafond, Parking Services Manager, Ancillary Services		
Attachments <i>(as read-ahead material)</i>	<input checked="" type="checkbox"/> PowerPoint – Parking Services <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other:	09.0 ACET Transmittal 2017-09-19 Evening Parking 09.1 ACET September 19 2017 Evening and Weekend Parking Proposal DM-FINAL	
Recommendation <i>(please provide ACET your recommendation requiring approval)</i>	THAT the Algonquin College Executive Team (ACET) approve for the 2018/19 fiscal year: <ul style="list-style-type: none"> - the removal of the \$0.36 per course hour parking fee within the CCOL Service Fee (currently set at \$1.25 per course hour in total). - the implementation of a \$5 per day flat rate for parking after 5pm on weekdays and all day on weekends at Ottawa campus for lots 8, 9, 10, 11 and 12. 		
ACET Decision	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input checked="" type="checkbox"/> Referred to <u>S. Anderson</u> (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>ACET Date TBD</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation <i>(completed during ACET meeting)</i>	The Executive Team supported the re-allocation of a proposed adjustment to the allocation of the Centre for Continuing and Online Learning Service fee, and an alternative fee structure for evening and weekend parking at the Ottawa campus, effective Fall 2018. A communication plan will be drafted and brought back to ACET for their awareness.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 19 , 2017	<small>Agenda Item Number (For office use only)</small>	10
Topic	Ontario Human Rights Commission-Retroactive accommodations		
Requested By (ACET member)	C. Jensen, President	Time Allotted	10 min
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting <small>(name and title)</small>	Various ACET Members		
Attachments <small>(as read-ahead material)</small>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	10.0 Ontario Human Rights Commission –retroactive accommodations Transmittal	
Recommendation <small>(please provide ACET your recommendation requiring approval)</small>	<p>THAT the Algonquin College Executive Team (ACET) review and discuss next steps in reference to an anonymous letter received regarding the Ontario Human Rights Commission retroactive accommodation.</p>		
ACET Decision	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input checked="" type="checkbox"/> Referred to <u> L. Stanbra, C. Brule, S. Styles </u> (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input checked="" type="checkbox"/> Report Back By <u> ACET Oct 04 </u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation <small>(completed during ACET meeting)</small>	<p>The Executive Team discussed an anonymous letter received in the President’s Office in reference to the Ontario Human Rights Commission and retroactive accommodation. Discussion highlights included next steps. This item will return to October 04 ACET meeting.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 19 , 2017	<small>Agenda Item Number (For office use only)</small>	11
Topic	Initial Concepts for the Leadership Team October 23 Retreat Agenda		
Requested By (ACET member)	L. Stanbra, VP Student Services	Time Allotted	10 min
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting <small>(name and title)</small>	L. Stanbra, VP Student Services		
Attachments <small>(as read-ahead material)</small>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	Verbal discussion only	
Recommendation <small>(please provide ACET your recommendation requiring approval)</small>	<p>THAT the Algonquin College Executive Team (ACET) approve time on the Leadership Team Retreat agenda to review the Learner Driven Plan (2 hours).</p>		
ACET Decision	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation <small>(completed during ACET meeting)</small>	<p>The Executive Team reviewed the October 23 Draft ACLT Retreat Agenda. Amendments will be incorporated as discussed.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 19 , 2017	<small>Agenda Item Number (For office use only)</small>	12
Topic	President's Breakfast Survey Results		
Requested By (ACET member)	C. Jensen, President	Time Allotted	10 min
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting <small>(name and title)</small>	C. Jensen, President		
Attachments <small>(as read-ahead material)</small>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	12.0 Transmittal for Presidents breakfast survey results 12.1 President's Breakfast 2017 - Post event tracking report V1 12.2 Survey - FINAL - President's Breakfast 2017	
Recommendation <small>(please provide ACET your recommendation requiring approval)</small>	<p>THAT the Algonquin College Executive Team (ACET) review the President's Breakfast survey results.</p>		
ACET Decision	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input checked="" type="checkbox"/> Referred to <u>Communications</u> (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>ACET (Date TBD)</u> (Date) <input checked="" type="checkbox"/> Report Back By <u>C. Brulé, C. Frederick</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation <small>(completed during ACET meeting)</small>	<p>The Executive Team reviewed the President's Breakfast Survey results; discussion followed regarding a desire to focus on the few areas where there is perception that improvement is needed. A future ACET agenda item will include "credential creep" as an area to review and report back. Suggestions were brought forward, including the creation of a mechanism to track progress on "promises made". This item will be added to the November Retreat Agenda for forward planning purposes.</p>		